John Updike
Acting Director of Real Estate

City and County of San Francisco
REAL ESTATE DIVISION

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting

Saturday April 16, 2011
2:00pm, conference room
100 Alemany Boulevard, SF, CA
647-9423

Agenda

	Discussion	Action
1. Welcome and Introductions		
2. Roll Call		
3. Select CAC Chairperson & Secretary	X	X
4. Outline CAC Function	X	
a. Develop Market Mission Statement	X	X
b. Formalize CAC Short Term & Long Term Agenda	X	X
c. Future Meetings Schedule	X	X
e. Review City Audit of the Market	X	
5. Market Managers Report – Informational	X	
a. Additional Parking PUC Lot		
b. New Roof		
c. Street Vacation to eliminate vehicles from entering the Market when it's closed		
6. General Public Comments (3 Minutes each)		

09-06-11P05 6 RCVD

GOVERNMENT
DOCUMENTS DEPT

APR - 8 2011

SAN FRANCISCO
PUBLIC LIBRARY

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

EXPLANATORY DOCUMENTS

Copies of listed explanatory documents are available as follows: (1) from the Market manager 647-9423 and (2) at the above-listed meeting location immediately before and during the meeting, and (3) to the extent possible, on the Alemany Farmers Market website at http://sfgsa.org/index.aspx?page=1058. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the CAC prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

ACCESSIBLE MEETING INFORMATION

Please make your requests for large print agendas and sign language interpreters to Commission Secretary, Arlie Kelly 647-9423, at least two working days prior to a meeting. Individuals with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities should also call 647-9423.
The closest accessible BART Stations are Glen Park and 24th and Mission. Accessible MUNI lines serving the Alemany Market are:
23 Monterey and the **67 Bernal Heights**
For more information about MUNI services, call 923-6142.
In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

CELL PHONES, PAGERS, & OTHER ELECTRONIC DEVICES

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at http://www.sfgov.org/site/sunshine_index.asp. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby Jr., Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 481-2317; website:sfgov.org/ethics.

3 1223 11171 6347

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting Minutes
April 16, 2011

Members Present:
Tom Gerstel, Gloria Martinez, Adriana Silva, Sumi Imamoto, Vivian Martino, John Atkins, Toby Garrone, Kristin Rothballer

Members Absent:
Andrew Eggman, Colleen Kavanagh, Paula Jones

Staff Present:
May Jaber, City of San Francisco Real Estate Division

Community Member Present:
Frank Parades of Parades Farms

Meeting started at 2:20 p.m.

1. May Jaber welcomed all the members to the meeting. She outlined the CAC function and gave a report on the Market which included the following information:

   a. CAC to develop a mission statement for the Alemany Farmer's Market (AFM)
   b. CAC will develop agenda to include items of interest to the farmers who participate in the Market and also items that are to be done per the Performance Audit of the Alemany Farmer's Market. CAC members are asked to read the Audit.
   c. May Jaber and her staff are working to draft rules and regulations for the AFM and will bring the draft to the CAC as they are being developed. They are looking at Marin's and Portland's rules and regulations.
   d. Improvements to AFM were detailed – new roof, additional parking in PUC lot, renovated bathrooms and management on-site office. Staff have addressed numerous code violations in order to keep the AFM open.
   e. AFM EBT program very successful and will continue.
   f. Future improvements to AFM which are being considered are new p.a. system, re-striping and paving of parking lot to improve the traffic flow, exterior painting of the Market office, and repairing of the Market murals. CAC should also outreach to AFM farmers and vendors to get input on additional improvements they would like to see.

2. CAC chairperson (Adriana Silva) and Secretary (Sumi Imamoto) were chosen. Artie Kelly Market Manager Real Estate Division Staff will support CAC.

3. Future meetings will be held on the 2nd Saturday of the month at 2 p.m. **The next meeting of CAC will be Saturday, May 14, 2011, 2 p.m.**

Meeting ended at 3:10 p.m.

GOVERNMENT
DOCUMENTS DEPT

MAY - 9 2011

SAN FRANCISCO
PUBLIC LIBRARY

John Updike
Acting Director of Real Estate

City and County of San Francisco
REAL ESTATE DIVISION

Minutes from CAC Meeting 1

Alemany Farmers' Market
Real Estate Division
Alemany Advisory Committee
Meeting

Saturday, May 14, 2011 2:00 PM

Alemany Farmers' market/ Flea market offices.

2:00 pm Call meeting to order
2:05 pm Approval of last meeting minutes Action Required
Approval of Agenda for this meeting----Action Required

2:15 pm Develop a mission statement for the market with the input of stakeholders including Agricultural Commissioner, Director of Environmental Health, and the Executive Director of the office of small business

Action Required.

2:45 pm Discuss *recommendation priority ranking*

3:15 pm Agenda items for next meeting

3:30 pm Adjourn

GOVERNMENT
DOCUMENTS DEPT

MAY - 9 2011

SAN FRANCISCO
PUBLIC LIBRARY

C:\Documents and Settings\msherrodflores\Local Settings\Temporary Internet Files\Content.IE5\VBZX1WYD\CAC Agenda 2[2].doc

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

John Updike
Acting Director of Real Estate

City and County of San Francisco
REAL ESTATE DIVISION

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting

Saturday June 11, 2011
2:30pm, conference room
100 Alemany Boulevard, SF, CA
(415) 647-9423

Agenda

	Discussion	Action
1. Call meeting to order		
2. Approval of May 14, 2011 meeting minutes		X
3. Potential increase to number of CAC members from 7 to 9	X	X
b) Potential election of additional members	X	X
c) CAC Rules and Bylaws	X	X
4. Review Market Mission Statement options	X	X
5. Food & Beverage vendor solicitation process	X	X
6. Street Vacation and market perimeter security	X	X
7.. Agenda items for the July meeting	X	
8. General Public Comments (3 Minutes each)		
9. Adjourn		

CAC Members:
Adriana Silva, Sumi Imamoto, Kristin Rothballer,
Vivian Martino, Gloria Martinez, Toby Garrone,
Tom Gerstel, John Akins

GOVERNMENT
DOCUMENTS DEPT
JUN - 6 2011
SAN FRANCISCO
PUBLIC LIBRARY

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

John Updike
Acting Director of Real Estate

City and County of San Francisco
REAL ESTATE DIVISION

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting

Saturday, July 9, 2011
2:30pm., Conference Room
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

Agenda

	Discussion	Action
Call meeting to order		
Approve June 11, 2011 meeting minutes		X
Finalize the Mission Statement	X	X
Food & Beverage vendor solicitation process	X	X
Review CAC Rules & Bylaws	X	X
Farmers selling products at lower prices	X	X

GOVERNMENT
DOCUMENTS DEPT

JUL - 5 2011

SAN FRANCISCO
PUBLIC LIBRARY

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

John Updike
Acting Director of Real Estate

City and County of San Francisco
REAL ESTATE DIVISION

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting

Saturday, August 13, 2011
2:30pm., Conference Room
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

50
1
/13/11

Agenda

	Discussion	Action
Call meeting to order		
Approve June 11, 2011 meeting minutes		X
Finalize the Mission Statement	X	X
Food & Beverage vendor solicitation process	X	X
Review CAC Rules & Bylaws	X	X
Farmers selling products at lower prices	X	X

GOVERNMENT
DOCUMENTS DEPT
AUG 08 2011
SAN FRANCISCO
PUBLIC LIBRARY

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

John Updike
Acting Director of Real Estate

City and County of San Francisco
REAL ESTATE DIVISION

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting
September 10, 2011

Saturday, September 10, 2011
2:30pm., Conference Room
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

50
1
110/11

Agenda

	Discussion	Action
Call meeting to order		
Approve August 13, 2011 meeting minutes		X
Distribute Brown Bylaws at September 10, 2011 Mtg.	X	X
Farmers selling products at lower prices	X	X
Rainy Day Rate for Food & Beverage Vendors	X	X

09-06-11A10:22 RCVD

GOVERNMENT
DOCUMENTS DEPT

SEP - 6 2011

SAN FRANCISCO
PUBLIC LIBRARY

C:\Documents and Settings\msherrodflores\Local Settings\Temporary Internet Files\Content.IE5\9SV9AQAB\CAC Agenda 9 10 2011 JU[1].doc

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

Real Estate Division

September 10, 2011 - Cancelled

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting
September 10, 2011

MEETING CANCELLED

Saturday, September 10, 2011
2:30pm., Conference Room
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

Agenda

Discussion Action

Call meeting to order
Approve August 13, 2011 meeting minutes X
Distribute Roberts Rules of Order at September 10, 2011 X X
Farmers selling products at lower prices X X
Rainy Day Rate for Food & Beverage Vendors X X

CAC Members: Gloria Martinez, Frank Paredes, Rosa De Santis, John Akins, Toby Garrone, Kristin Tothballer, Adriana Silva, Vivian Martino, Tom Gerstel, Sumi Imamoto

GOVERNMENT
DOCUMENTS DEPT
MAR 16 2016
SAN FRANCISCO
PUBLIC LIBRARY

Real Estate Division

October 15, 2011

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting
October 15, 2011

Saturday, October 15, 2011
2:30pm., Conference Room
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

Agenda

	Discussion	Action
1. Call meeting to order		
2. Approve August 13, 2011 meeting minutes		X
3. Distribute Roberts Rules of Order Summary	X	X
4. Farmers selling products at lower prices	X	X
5. Rainy Day Rate for Food & Beverage Vendors	X	X
6. General Public Comments (3 minutes each)		
7. Adjourn		

CAC Members:
Gloria Martinez, Frank Paredes, Rosa De Santis, John Akins, Toby Garrone, Adriana Silva, Tom Gerstel, Sumi Imamoto, Kristin Rothballer, Vivian Martino

GOVERNMENT
DOCUMENTS DEPT
MAR 16 2016
SAN FRANCISCO
PUBLIC LIBRARY

Real Estate Division

February 25, 2012

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting
February 25, 2012

Saturday, February 25, 2012
2:30pm., Conference Room
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

Agenda

Discussion Action

1. Call meeting to order
2. Approve August 13, 2011 meeting minutes X
3. Distribute Roberts Rules of Order Summary X X
4. Farmers selling products at lower prices X
5. General Public Comments (3 minutes each)
6. Adjourn

CAC Members:
Gloria Martinez, Frank Paredes, Rosa De Santis, John Akins, Toby Garrone, Adriana Silva, Tom Gerstel, Sumi Imamoto, Kristin Rothballer, Vivian Martino

GOVERNMENT
DOCUMENTS DEPT

MAR 16 2016

SAN FRANCISCO
PUBLIC LIBRARY

Real Estate Division

February 25, 2012

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting Minutes
February 25, 2012

Members Present:
Gloria Martinez, Frank Paredes, John Akins, Toby Garrone, Tom Gerstel, Kristin Rothballer
Members Absent:
Adriana Silva, Rosa De Santis, Vivian Martino, Sumi Imamoto
Staff Present:
John Updike, Director of Real Estate; Teri Chappell, Market Office Manager

Meeting was called to order at 2:45 p.m

1. Meeting was called to order at 2:45 p.m., and a quorum was present.

2. The minutes from the August 13, 2011 meeting were reviewed. Minutes were approved without objection.

3. Frank Paredes moved to accept Roberts Rules of Order as guidance for managing all future meetings, John Akins seconded. Motion was approved unanimously.

4. It was noted that the heading for this item was really more about fairness in the application of market rules to all farmer vendors. Mr. Paredes noted that AFM review of certificates could be more robust, and the follow-up with other County Agriculture Commissioners should be improved to ensure the certifications and claims by farmers are genuine. It was suggested that more visits to farms might be in order, if resources permitted. Ms. Rothballer noted that there is an opportunity to improve our consumer education about the products and sources of produce at AFM. This would encourage transparency and also improve adherence to rules by farmer vendors. Mr. Gerstel suggested that a speaker's bureau and/or presentation time at the market would be of great value, helping to build our relationship with the community and our patrons. All agreed that AFM has a stronger bond between the vendors and customers than most markets, that was a key positive aspect of AFM, and should be nurtured. All agreed to continue this discussion at future meetings.

5. There were no members of the public making comment.

6. Meeting was adjourned at 4:00 p.m.

GOVERNMENT
DOCUMENTS DEPT

MAR 16 2016

SAN FRANCISCO

Real Estate Division

March 17, 2012

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting
March 17, 2012

Saturday, March 17, 2012
2:30pm., Conference Room
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

Agenda

1. Call meeting to order Action
2. Approve February 25, 2012 meeting minutes Discussion/Action
3. Rules Enforcement Discussion/Action
4. Community Education of AFM operations & benefits Discussion/Action
5. General Public Comments (3 minutes each)
6. Adjourn Action

CAC Members (for information purposes only, meetings are open to the public):

Gloria Martinez
Frank Paredes
Rosa De Santis
John Akins
Toby Garrone
Adriana Silva
Tom Gerstel
Sumi Imamoto
Kristin Rothballer
Vivian Martino

GOVERNMENT
DOCUMENTS DEPT
MAR 16 2016
SAN FRANCISCO
PUBLIC LIBRARY

Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

City and County of San Francisco
REAL ESTATE DIVISION

John Updike
Director of Real Estate

Alemany Farmers' Market
Citizens Advisory Committee (CAC) Meeting
May 10, 2014

April 28, 2014

2:00 PM
Market Office
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

Agenda

	Discussion	Action
1. Call Meeting to Order		
2. Potential Rental Charge Restructuring		
3. Fencing of the Market		
4. Phase Two of Market Repaving		
5. Food Vendor RFP number of spaces available		
6. General Public Comments (3 minutes each)		
7. Adjourn		

04-23-14P03:03 RCVD

GOVERNMENT
DOCUMENTS DEPT

APR 28 2014

SAN FRANCISCO
PUBLIC LIBRARY

CAC Members:
Gloria Martinez, Frank Paredes, Rosa De Santis, Toby Garrone, Adriana Silva, Tom Gerstel, Sumi Imamoto, Kristin Rothballer, Veronica Salazar

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

City and County of San Francisco
REAL ESTATE DIVISION

John Updike
Director of Real Estate

Alemany Farmer's Market
Citizen's Advisory Committee (CAC) Meeting Minutes
May 10, 2014

Members Present:
Gloria Martinez, Representative for Veronica Salazar, Toby Garrone, Sumi Imamoto, Pete DeSantis (for Rosa DeSantis), Adriana Silva, Tom Gerstel

Members Absent:
Frank Paredes, Kristin Rothballer

Staff Present:
May Jaber, Artie Kelly

GOVERNMENT
DOCUMENTS DEPT

JUN 10 2014

SAN FRANCISCO
PUBLIC LIBRARY

Meeting was called to order at 2:15 p.m

1. Meeting was called to order at 2:15 p.m...

2. Potential Rental Charge Restructuring
   - Staff surveyed other Farmers' Markets to look at their rental rates and Market needs to raise rates. Proposed rate is a flat $55 for Saturday and Sunday, with no summer/winter rate differential.
   - There was discussion by members present which included suggestions to charge a higher rate to those only renting for part of the year.
   - Food vendors currently pay varying costs. The Market is looking at a flat rate of $100 with vendors signing a contract. Vendors will need to pay monthly by check. Annual contracts are preferred, but seasonal 6-month contracts may be considered.

3. Fencing of the Market
   - The Market will be fenced to deal with safety issues and to curb graffiti and vandalism. Current plans call for 3 gates across the entrances only.

4. Phase Two of Market Repaving
   - Second phase of the Market repaving may cost close to $385,000 or more. There are ADA requirements that need to be met – ADA ramps and ground bumps/marker. Some work will be done at the end of June and some at the end of July.

5. Food Vendor RFP number of spaces available

6. General Public Comments (3 minutes each) **No Comments**

7. Adjourn

Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

City and County of San Francisco
REAL ESTATE DIVISION
John Updike
Director of Real Estate

Alemany Farmers' Market
Citizens Advisory Committee (CAC) Meeting
June 14, 2014

June 6, 2014

2:00 PM
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

GOVERNMENT
DOCUMENTS DEPT
JUN - 6 2014
SAN FRANCISCO
PUBLIC LIBRARY

Agenda

	Discussion	Action
1. Call Meeting to Order		
2. Potential Rental Charge Restructuring		XX
3. Fencing of the Market		XX
4. General Public Comments (3 minutes each)		
5. Adjourn		

CAC Members:
Gloria Martinez, Frank Paredes, Rosa De Santis, Toby Garrone, Adriana Silva, Tom Gerstel, Sumi Imamoto, Kristin Rothballer, Veronica Salazar

Office of the Director of Real Estate • 25 Van Ness Avenue, Suite 400 • San Francisco, CA 94102
(415) 554-9850 • FAX: (415) 552-9216

Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

City and County of San Francisco
REAL ESTATE DIVISION
John Updike
Director of Real Estate

GOVERNMENT
DOCUMENTS DEPT
APR 20 2015
SAN FRANCISCO
PUBLIC LIBRARY

F
150
42
5/14/14

Alemany Farmers Market
Citizen Advisory Committee (CAC) Meeting Minutes
June 14, 2014

Members Present: Toby Garrone, Peter DeSantis (for Rosa DeSantis) Adrianna Silva, Kathy Gerstel (for Tom Gerstel)

Members Absent: Frank Paredes, Kristin Rothballer, Gloria Martinez, Sumi Imamoto

Staff Present: Artie Kelly

Meeting was called to order at 2:15pm

1. Meeting was called to order at 2:15pm
2. Potential Rental Charge Restructuring-motion was approved
3. Fencing of the Market-motion was approved
4. New business-Due to the restroom issues and no bathrooms available all day on Saturday, 6/7/2014, Toby and several vendors raised the issue of compensation for lost of sales and emergency/contingency plans for the market
5. Meeting was adjourned at 2:55pm.

Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

City and County of San Francisco
REAL ESTATE DIVISION
John Updike
Director of Real Estate

Alemany Farmers' Market
Citizens Advisory Committee (CAC) Meeting
April 20, 2015

F
150
#1
4/20/15

GOVERNMENT
DOCUMENTS DEPT
APR 20 2015
SAN FRANCISCO
PUBLIC LIBRARY

May 2, 2015

2:00 PM
Market Office
100 Alemany Boulevard
San Francisco, CA 94110
(415) 647-9423

Agenda

	Discussion	Action
1. Call Meeting to Order		
2. EBT Bonus Program	XX	XX
3. Moving food vendors to one location,	XX	XX
New permits, and review approved rate change	XX	XX
4. General Public Comments (3 minutes each)		
5. Adjourn		

CAC Members:
Gloria Martinez, Frank Paredes, Rosa De Santis, Toby Garrone, Adriana Silva, Tom Gerstel, Sumi Imamoto, Kristin Rothballer, Veronica Salazar

C:\Users\lyerkey\AppData\Local\Temp\CAC Agenda 5 2 15final.doc